

Customer Service  
Tax and License Registration

Telephone: (480) 312-2400  
Fax: (480) 312-4806  
Website: [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov)



Office Locations:

7447 E Indian School Rd., Ste 110  
Scottsdale, AZ 85251  
or  
9379 E San Salvador, Ste 100  
Scottsdale, AZ 85258

## CHARITABLE SOLICITATION REQUIREMENTS

### (NO FEE)

Be sure to read your Charitable Solicitations ordinance and General Provisions ordinance available from the City of Scottsdale, Tax and License Registration office, **prior** to applying

1. Must apply, a minimum of, 10 days prior to effective date of the permit.
2. A copy of the applicant(s) exemption granted by the Commissioner of the Internal Revenue under 26 USC (501 (c)(1) through 19).
3. No child or children under the age of 16 shall solicit within the City of Scottsdale pursuant to a permit granted under this article, unless supervised by a responsible adult holding a permit.
4. Solicitation hours shall not start prior to 9:00 a.m. nor extend later than 9:00 p.m. Solicitors under the age of 16 are only allowed to solicit between 9:00 a.m. and 7:00 p.m., unless accompanied by an adult over the age of 18.
5. Each person soliciting must carry a copy of the solicitation permit issued by the City of Scottsdale. Each solicitor must also have a nametag visible at all times which includes their name and the name of the business for which they are soliciting. The solicitor must supply the nametag.
6. A license will not be issued if the applicant or its managing officers and agents have been convicted of any felony or misdemeanor offense involving dishonesty, theft, or assaultive conduct.
7. Each person granted a permit shall, within 60 days from the date of expiration of the permit, file with the Tax and License Registration office, a statement showing the total amount raised by the solicitation, the total costs of the solicitation, and the amounts disbursed or to be disbursed for each purpose. The report shall be sworn to before a notary public by an official of the permittee.
8. If, while any application is pending, or during the term of any permit granted, there is any change in fact, policy, or method, that would alter the information supplied in the application, the applicant is required to notify the Tax and License Registration office of the change in writing within 24 hours after the change occurs or becomes known to the applicant.